

DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY

Associate Accountant  
Budget Development and Control

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list.

**Location:** Headquarters in Newington, CT

**Job Posting No:** 30453

**Hours:** 8:00 am to 4:30 pm

**Salary:** AR – 26: annual \$69,891 to \$89,888

**Closing Date:** April 30, 2012

**Eligibility Requirement:** Candidates must have applied for and passed the Associate Accountant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Knowledge, Skills and Abilities:** Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

**Preferred Knowledge and Experience:** Considerable knowledge of and experience with the CORE-CT Financial General Ledger, HRMS and Project Costing modules, including EPM Reporting.

**General Experience:** Seven (7) years of experience in accounting or auditing.

**Special Experience:** One (1) year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices.

**Substitution Allowed:**

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Associate Accountant positions in the Bureau of Finance & Administration within twelve months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment by April 30, 2012 to:

**Maritza Kobylack**  
**Administrative Assistant**  
**Department of Transportation**  
**2800 Berlin Turnpike**  
**Newington, CT 06131**  
**Fax: 860-594-3094**

**Email: [Maritza.kobylack@ct.gov](mailto:Maritza.kobylack@ct.gov)**

**State employees must include copies of their last 2 service ratings.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.